

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, July 26, 2012 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Chairman Steve Fewell, Supervisors Tom De Wane, Dave Steffen, Tim Carpenter, Kris Schuller
Also Present: Brent Miller, David Hjalmsquist,

I. Call to Order.

The meeting was called to order by Chair Steve Fewell at 5:00 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to approve with the additions of 2a & 2b. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of June 28, 2012 & Special July 9, 2012.

Motion made by Supervisor Schuller, seconded by Supervisor De Wane to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

1. Review Minutes of:

- a. **Housing Authority (May 21, 2012). *Held for one month to have representatives of the Brown County Housing Authority come before the Administration Committee.***

Supervisor De Wane stated that the May 21st Housing Authority minutes contained several items on which he would like further explanation such as the Housing Authority donating \$10,000 for printing of the Neighborhood Guide to City Services booklets and a proposed partnership between BCHA, NMA and L.A. LOMOD to become the PBCA for the State of Wisconsin.

Robyn Hallett, Housing Administrator at Green Bay Housing Authority, explained, which wasn't reflected in the BC Housing Authority minutes, this was the request made by both the Green Bay and Brown County Housing Authority. Both Housing Authorities agreed to contribute towards this. It was a pamphlet, something that served primarily residents of Green Bay but also served the larger Brown County area as well because it talked about many services through the City of Green Bay that visitors to the City could take advantage of or needed to know as well. The Housing Authority thought it was appropriate to be able to contribute to that cost. It was reprinted every two to three years as updates needed to be made and it was provided to the recipients of the Housing Choice Vouchers Program which the BC Housing Authority managed. Rob Strong, Manager of Community Development, informed that on the back cover it showed both the Brown County and Green Bay Housing Authorities. De Wane questioned how it affected all of Brown County, he felt like \$10,000 was a lot of money. Strong responded that they looked at Green Bay and close to half of Brown County so that's why they cost shared with the Green Bay Housing Authority. They each put in \$10,000. He informed that with the exception of the last time due to their graphic artist being ill, all the work was done in-house. The pamphlet was used at the Housing Allowance office, ICE office, NeighborWorks, they had it everywhere. It was a very popular and that was why they continued to use it.

Steffen questioned if there was a possibility it would become electronic. Strong informed that they were making it available on the City's website and they could on the County's website as well. Both Hallett and Strong felt it

was a good point. Strong reiterated that it was very popular and they had run out before the three years were up. They should make a push on going electronic. Steffen felt if they went electronic they could have a list of resources and link websites or PDF documents.

Strong felt Brown County could benefit from a similar pamphlet. Fewell informed that there was a Brown County Human Services guide out there. Strong informed that their major distributing point was for the Neighborhood Associations, they use them in their welcoming baskets for new people in the neighborhood.

Brent Miller questioned if the pamphlets contained advertising. Strong responded no. Miller informed that Columbia County put in paid advertising such as local restaurants, community events, and info for people who were new to the area, in their Housing Authority pamphlet. It cut their costs by a third. Strong stated they could take a look at it. Steffen suggested incorporating and representing all the local municipalities to obtain some additional revenues towards this.

De Wane believed there was confusion regarding the \$10,000. Hallett clarified that Brown County Housing Authority was a separate entity apart from Brown County itself. The funding was coming from the Brown County Housing Authority.

Hallett suggested calling with any questions, they were happy to attend the meeting but if it was a simple misunderstanding or clarification of something they were happy to answer that over the phone.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to approve the minutes. Vote taken.
MOTION CARRIED UNANIMOUSLY

Communications

2. **Communication from Supervisor Fewell re: To reduce all fees for Senior Citizens that Brown County charges by 33% including golf course, zoo, museum, Frisbee golf, rental fees, Register of Deeds, Medical Examiner fees, all County Clerk fees, including boat launch fees to honor all Senior Citizens in Brown County. Referred from July County Board.**

Fewell informed that he had put this communication on the agenda out of frustration. He wasn't happy how they were picking and choosing what they were going to give discounts to and how. For example, there was a discussion with regard to giving a 33% discount on a boat launch pass, which was already a discount by being a boat launch pass. He had a hard time justifying discounting discounts.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Bond Refunding

- 2a. **Initial Resolution Authorizing the Issuance of Not to Exceed \$3,900,000 2012B GO Airport Refunding Bonds.**
- 2b. **Initial Resolution Authorizing the Issuance of Not To Exceed \$3,365,000 2012C GO Refunding Bonds.**

Miller informed that there would be a savings of \$208,000 over the life of the bonds.

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to approve 2a & 2b. Vote taken.
MOTION CARRIED UNANIMOUSLY

Information Services

3. Budget Status Financial Report for May, 2012.

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

4. 2013 Five-year Capital Improvement Plan.

IS Director David Hjalmlquist noted that getting fiber out to the Zoo was something they felt very strongly about. They had looked into satellite but it was cost prohibitive and it didn't give the flexibility or speed that fiber would give them. There were a couple different proposals that they were looking at. One which would force them to build the fiber and run it all the way. Or, a Michigan based company that was running fiber up through the UP right along US2 was also going to run down the 41 corridor into Green Bay. The county thought they could run fiber down there and provide the conduit and connect into them. The only piece would be running fiber from County B out to the Zoo. It saved \$547,000 by doing this verses having to run it all the way.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Director's Report.

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration / Human Resources

6. Human Resources Budget Status Financial Report for May, 2012.

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Human Resources Activity Report for June, 2012.

Miller stated that the report was quite extensive, the number of people that had been hired and the number that had left. Fewell noted a lot of temp/seasonal employees. Miller stated it was the nature of doing business. A lot of seasonal and full time. Some people shifted from one department to another leaving a vacancy.

Steffen felt there was a lot of concern raised over the last few weeks from the 911 Center regarding turnover. He asked Miller to summarize the turnover and if they were giving extra attention to it. Part of the reason he posed the question was due to constituents concerns. Miller responded that he had a meeting last night with Interim HR Director Lynn Vanden Langenberg, County Board Chairman Moynihan, Supervisor Williams, Public Safety Communications (PSC) Director Karl Fleury, Communications Manager Shelly Nackers, Captain Larry Malcomson, three employees from the jail and two from PSC. They met for 2.5 hours going through the issues trying to come up with a solution. They had plans to meeting again Monday night because there was directive to come back to the Executive Committee on August 6th.

There were 19 losses last year at the PSC, some of that was due to the change of retirement. There were currently 11 positions down, there had been five hired, and they were interviewing next week for four more additional positions.

Some of the numbers they talked about was the overtime over 8-hours, which the county used to be at when they were under collective bargaining. The Sheriff informed that just last year in the jail, the county had spent

over \$800,000 on overtime. That being said they have to come up with a solution because if they were to go back to overtime over 8-hours they were talking about \$1.3M in overtime in two departments.

Fewell stated that he understood that issue but felt the main concern was figuring out the workweek. Miller informed that that was a big discussion last night. He informed that they didn't change the payroll week, the weeks go from Sunday to Saturday and always had. It was just that they received overtime. Miller informed that all they were doing was following Federal and State law which was overtime over 40 hours. He stated that this would be presented at the upcoming Executive Committee meeting. Miller informed that he had personally contacted 34 counties and most of them with the exception of the ones that still had contracts in place had gone to the over 40 because they couldn't afford to pay the overtime over 8-hours anymore.

Miller explained that it would be more cost effective if they had part-time employees covering some of the time where they were paying straight time rather than call in someone at time and a half. Miller identified possible solutions that they will be proposing at the Executive Committee meeting such as shift differential/shift relief options and gave a brief explanation of how it worked. Jefferson and Dodge County were a few counties doing this. There were about 71 counties in the State that were going through this same dilemma.

Fewell questioned if there was a pool that they were hiring from because there were no listings for 911 Operators on the Brown County website. Miller responded that since December they had 319 applicants. Part of the problem was that it took a long time to train, about 20 weeks, for the 911 Center and the jail. Further discussions ensued with regard to the possibility of applicants needing certain credentials to apply. Fewell felt they needed to talk with local technical colleges and software vendors about doing regional training, etc. before even hiring. Miller informed that the training was different between Green Bay, Ashwaubenon, etc.

Miller suggested visiting the PSC noting that it was an amazing center. If you took a survey of the citizens of the county, the number one concern around the state and the nation was public safety.

Miller stated going back to the original question regarding vacancies; it was being addressed, trying to come up with a solution on the staffing as well as other underlined circumstances they were addressing.

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Administration Budget Status Financial Report for May, 2012.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Administration - 2012 Budget Adjustment Log.

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Administration - Government Financial Officers Association Certificate of Recognition for Budget Preparation.

Motion made by Supervisor Steffen, seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Administration - Review of Purchasing Policy. *Held for one month.***

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Director's Report.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

13. **Audit of bills.**

Motion made by Supervisor Steffen, seconded by Supervisor Carpenter to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

14. **Such other matters as authorized by law.**

Motion made by Supervisor De Wane, seconded by Supervisor Schuller to adjourn at 5:44pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary